

**COMMAND SERGEANT MAJOR  
FORCE MANAGEMENT COURSE**

**ADMINISTRATIVE INSTRUCTIONS**

**5 May 2005**

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## **List of Appendices:**

### **Appendix 1: Registration Form**

## **1. PURPOSE AND SCOPE**

The purpose of these policies and procedures is to establish a framework for operations in the conduct of the Command Sergeant Major Force Management Course (CSM FMC) by the Army Force Management School (AFMS). Additional courses taught at AFMS include: General Officer/Senior Executive Service Course, Action Officer Force Integration Course, Army Joint Staff Officer Orientation Course, Army Material Command Action Officer Course, Deputy Chief of Staff – Personnel Action Officers Course, and the Deputy Chief of Staff – Logistics Action Officer Course.

Since the composition of any given class will include students from the local area as well as those on TDY, the information provided is intended to assist all students in the preparation, participation and completion of the course.

## **2. FUNDING**

The Command Sergeant Major Force Management Course is by Army G-3 (TR).

## **3. CLASS COMPOSITION**

Classes may be comprised of both local and TDY students. Reimbursement for TDY for the Command Sergeant Major Force Management Course will be in accordance with the provisions of the JFTR.

## **4. REGISTRATION/PERSONAL DATA FORM**

A Registration / Personal Data Form is included at Appendix 1 of this packet. Students are requested to complete the registration form and turn it in to the AFMS administrative office at inprocessing.

## **5. ARRIVAL**

a. TDY Students: There is no requirement for students to report to Humphreys Hall until Monday, the first day of the course. Those students who have confirmed reservations for Government quarters on Fort Belvoir should proceed directly to the Front Desk of Knadle Hall (Billeting Office), Building 470 on the day before class starts. Students arriving at local airports should follow these instructions:

(1) National Airport Students may take a taxi to Knadle Hall (if billeted at Fort Belvoir) or to the Hotel / Motel of their choice. The fare will be approximately \$30.00 to \$35.00 for either location. Students may also use Dafries Van Services to get to Knadle Hall (approximate cost \$12.00 to \$15.00). GET A RECEIPT and file for reimbursement when submitting your TDY voucher.

(2) Dulles Airport Take the limo service from Dulles to National Airport (approximate cost \$18.00) and then proceed from National Airport as directed in paragraph (1) above.

NOTE: No eating facilities are open on Fort Belvoir after 2100 hours on Sunday except the Bowling Center Snack Bar. The Bowling Center is open till 2130 hours.

b. Local Students: Students should report to Humphreys Hall (Building 247) for In-Processing between 0715 - 0745 hours the day the course is scheduled to begin.

## **6. BILLETING**

Command Sergeant Major Force Management Course students who attend in a TDY status must contact the Fort Belvoir Billeting Office at Knadle Hall **COMM: (703) 704-8600**, to arrange for on-post billeting. If quarters are not available on post, students must contact Army Lodging Success for the Military District of Washington at **1-800-GO-ARMY 1** (1-800 462-2761) to arrange for off post lodging in the Fort Belvoir vicinity.

## **7. LENGTH OF COURSES**

<u>Course</u>	<u>Length</u>
Command Sergeant Major Force Management Course	5 Days

## **8. PREREQUISITES FOR ATTENDEES**

a. Prerequisites for the Command Sergeant Major Force Management Course:

- (1) Be serving in a selected CSM or SGM position.
- (2) Approved for attendance my Sergeants Major Assignments Branch at Human Resources Command.

b. Height and Weight Standards. Uniformed students must meet the DA height/weight standards prescribed in AR 600-9.

## **9. LOCATION**

All classes are conducted in Humphreys Hall (Building 247), on Fort Belvoir, at the intersection of Kuhn Road and 21st Street. A map and road directions to Fort Belvoir is at the Army Force Management School web site [www.afms1.belvoir.army.mil](http://www.afms1.belvoir.army.mil) and click on the map button.

## **10. TRAINING DAY and SCHEDULE**

a. Training Day: The standard training day is 0800 - 1700 Monday through Friday.

b. Training Schedule: A training schedule for each course from start to finish will be provided to students during in-processing. These schedules identify class subjects, class times, and lunch periods. The schedules are to be used as a guide and are subject to change. When there are changes, students will either receive a new schedule or be notified of them in advance by their Course Director.

## **11. ATTENDANCE POLICY**

a. It is mandatory that students attend all scheduled instruction, unless properly excused. Habitual absences or tardiness will not be tolerated and could result in appropriate disciplinary action by the Program Director.

b. As a general policy, an absence from scheduled academic instruction will not be approved, except in cases of emergency. Routine personal business, medical, and dental appointments, etc, should be scheduled (or rescheduled) after return to your duty station. Requests for excused absences must be submitted in writing through the Class Leader to the Course Director to the Program Director of AFMS for approval/disapproval.

## **12. UNIFORMS/APPROPRIATE ATTIRE**

a. Military personnel - Class B seasonal uniform. The weather, November through March, is fairly cold in the Washington area and a raincoat, black sweater, or windbreaker is recommended for those months.

b. A safety requirement on Fort Belvoir is that all persons jogging during hours of limited visibility wear a reflective armband, vest or other item of reflective clothing which will provide equal visibility from all directions.

## **13. CLASSROOM CONDUCT**

Students are expected to be prompt, attentive, cooperative and courteous to fellow students, staff, and instructors. Smoking is prohibited throughout Building 247. Designated smoking areas are on the north side sidewalk of building 247 where ashtrays have been provided. Eating lunch, drinking coffee, tea or soft drinks are permitted in classrooms. Classrooms will be kept neat and clean.

#### **14. ACADEMIC EVALUATION**

There are no graded examinations or evaluations for the course.

#### **15. INSTRUCTIONAL MATERIALS**

Instructional materials are issued to students on a permanent basis; they become the student's responsibility for disposition. As these materials are very useful tools for those assigned to Joint positions, each student should allow ample space in their luggage to take these materials home. AFMS is neither funded nor staffed to package or mail this material to a student's home station. A Compact Disk (CD) will be provided containing all course materials at the conclusion of the course.

**16. MAIL** The mailing address for personnel attending the School will be:

US ARMY FORCE MANAGEMENT SCHOOL  
ATTN: (YOUR NAME)  
5500 21ST STREET SUITE 1400  
FORT BELVOIR, VA 22060-5923

#### **17. HOW TO CONTACT YOU**

a. During the duty day: Telephone calls for students may be received at Humphreys Hall, COMM: (703) 805-4901 or DSN: 655-4901 between 0730 and 1700 hours on weekdays. Students will not be excused from class for calls unless an emergency exists.

b. Official Calls. Three telephones are available in Room 1600, Humphreys Hall during the daytime for students to make official, outgoing telephone calls only. Calls must be brief!

c. Personal Calls. Due to the number of students in training and the limited number of personnel available to answer phones, all students are requested to restrict incoming calls to AFMS to **emergencies only**. Arrangements should be made to call family and friends after hours to preclude personal calls on official phones. Pay telephones are conveniently located in Building 247 and at various locations on post.

#### **18. MEDICAL SERVICES**

Military personnel requiring medical services will be treated at DeWitt Army Hospital located on Fort Belvoir. (Emergency Room, 805-0518).

## **19. STUDENT FEEDBACK**

Student feedback is vital to the meaningful assessment of the effectiveness of this course. Students will be issued critique sheets during the course and student cooperation in completing them will be appreciated.

**20. SOCIAL FUNCTIONS:** Functions are at students' initiative or as announced.

## **21. COURSE COMPLETION**

Certificates of Course Completion will be presented to students at the conclusion of each course.

## **22. SUPPORT TO THE GRADUATE**

The intent for the Army Force Management School is to provide continuous, current support for course graduates. So that the graduates remain in contact with the school, updated school, faculty/staff, reference and course information is readily available at our website:

<http://www.afms1.belvoir.army.mil/>

## **23. MISCELLANEOUS**

a. The Fort Belvoir web site can be accessed at <http://www.belvoir.army.mil/>

b. Personal checks up to \$300.00 per day (military or civilian) and government checks up to \$500.00 may be cashed at the Fort Belvoir Post Exchange. Military and civilian students may cash government checks at the Crestar Bank as long as they can prove they are here on TDY status by providing the bank a copy of their orders. Additionally, military personnel may cash personal checks up to \$100.00. There is a \$3.00 fee for cashing government checks and a \$5.00 fee for cashing personal checks at Crestar Bank. The Fort Belvoir NCO Club is a membership club. NCOs on TDY status must have a membership card (either Fort Belvoir or another NCO Club) for admittance to the club. A membership card can be obtained for \$5.00. The NCO Club will not cash checks for TDY personnel (unless they are members).

c. If you are a coffee drinker, you should bring a coffee cup with a lid to use during the course. This will reduce the cost of the coffee fund, reduce trash and waste products, and save wear and tear on the carpets in the break areas. A coffee service is provided in the student break area. Coffee is provided at a fee of 25 cents per cup. The student break area around the coffee pots will be kept neat and clean.

d. Requests for Reproduction. Any student requiring access to reproduction equipment must coordinate with the Admin/Logistics Officer.

## **24. INCLEMENT WEATHER**

In the event of severe weather conditions, the AFMS may be closed or have a late arrival or early dismissal based on either an Office of Personnel Management (OPM) or AFMS decision. Students will be notified as follows:

### **a. Notification**

(1) During Duty Hours The Course Director will advise students of early dismissal.

(2) During Non-Duty Hours Students will follow the OPM instructions covering all federal employees in the Military District of Washington (MDW) area as announced over local radio and television stations. Students should specifically follow instructions for “all federal workers” or “Fort Belvoir” (if such a distinction is made).

b. Delayed Arrival or Liberal Leave Procedures If a “delayed arrival” or “liberal leave policy” is announced by the Office of Personnel Management (OPM), the Program Director will assess the situation and determine if classes will be held and, if so, the delay stated. Students will be notified of the decision through the pre-established class emergency notification procedures (telephone roster). If no announcement or other contact is made, students are expected to report to class on time, if possible. However, prudence should always dictate student actions and AFMS does not expect students to involve themselves in dangerous expeditions or extraordinary measures to arrive on time. Prudence includes a reasonable effort to obtain public transportation.



## REGISTRATION FORM

1. STUDENT NAME: \_\_\_\_\_  
(LAST) (FIRST) (MI)
2. ADDRESS: \_\_\_\_\_
3. SSN: \_\_\_\_\_ 4. RANK/GRADE: \_\_\_\_\_ 5. CLASS NO: \_\_\_\_\_
6. ASSIGNMENT: \_\_\_\_\_
7. HOME TELEPHONE: (\_\_\_\_) \_\_\_\_\_ WORK (COMM) (\_\_\_\_) \_\_\_\_\_  
FAX NUMBER: \_\_\_\_\_ WORK (DSN) \_\_\_\_\_
8. E-MAIL ADDRESS \_\_\_\_\_
9. EDUCATION DEGREE AND MAJOR: \_\_\_\_\_
10. ARE YOU EMPLOYED AT A MAJOR COMMAND HEADQUARTERS? YES \_\_\_ NO \_\_\_
11. ARE YOU A MEMBER OF THE ACQUISITION CORPS? YES \_\_\_ NO \_\_\_
12. HOW MANY YEARS OF MILITARY SERVICE? \_\_\_\_\_ WHAT WAS YOUR HIGHEST  
MILITARY GRADE ATTAINED? \_\_\_\_\_ BRANCH \_\_\_\_\_
13. HOW MANY YEARS OF CIVILIAN SERVICE DO YOU HAVE? DO NOT INCLUDE  
MILITARY) \_\_\_\_\_
14. ARE YOU A MEMBER OF THE ARMY NATIONAL GUARD OR THE US ARMY RESERVE?  
YES \_\_\_ NO \_\_\_ IF YES, WHICH COMPONENT? \_\_\_\_\_
15. CAREER PROGRAM? \_\_\_\_\_
16. ARE YOU A MEMBER OF A PROFESSIONAL MILITARY SOCIETY? YES \_\_\_ NO \_\_\_  
IF YES, WHICH ONE? \_\_\_\_\_
17. EMERGENCY NOTIFICATION DATA:  
IN THE EVENT OF AN EMERGENCY WHILE ATTENDING THE AFMS COURSE, PLEASE  
CONTACT:
- A. PERSON TO BE NOTIFIED: \_\_\_\_\_
- B. RELATIONSHIP: \_\_\_\_\_
- C. ADDRESS: \_\_\_\_\_
- D. TELEPHONE NUMBER: \_\_\_\_\_